AGENDA PAPERS
for
Academic Committee/Programme Advisory Committee

Departmental Programme Proposals (2002-2003)
after
Modifications Suggested
by

Departmental Advisory Board's Meeting
held on 11 December, 2001

Venue: *Conference Room, Workshop Building*
NCERT

Department of Computer Education and Technological Aids
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016

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Department of Computer Education and Technological Aids

(DCETA)

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The Role and Functions of DCETA

Activities of this Department are related to overall integration of Information and Communication Technology into the school process Development of syllabus and instructional materials for computer education, development of interactive learning materials using multimedia technology, enriching NCERT's Web Site as an electronic resource on school education accessible globally, developing training materials and imparting training to teacher educators and teachers in Information Technology are the main areas of activity of the Department

The Department has the added responsibility of running the Computer Resource Centre of the Council on NIE campus The Centre is equipped with state-of-the-art hardware and software Ever since its inception in 1995, the Department conducted a number of training programmes for members of the academic and administrative staff of the Council.

Role and functions of the department :

With the announcement of the Government's Information Technology Action Plan (July 1998), the role of IT in all sectors of education, including school education, is now better defined than ever before. This calls for active involvement of an organisation like the NCERT in spreading the IT culture, imparting IT skills and contributing to the world wide web with materials useful for school education, directly or indirectly

The National Curriculum Framework for School Education (NCERT, November 2000) suggests integration of Information and Communication Technology into schooling, which calls for development of syllabus and instruction materials for Information Technology in schools.

A National Centre for Computer Education with facilities for orientation/ training of teacher educators and teachers and development of educational multimedia has been set up Activities of the Centre includes:

1. Holding intensive programmes for teacher educators from SCERTs, SIEs, DIETs, etc and teachers from different school segments in the use of computers as a tool to enhance the quality of school education.

   Teachers educators and teachers so oriented will be able to assimilate the processes of the new information technology, delivery systems and strategies for integrating computer-based learning materials into the school curriculum.

2. Conducting training programmes for members of the academic and administrative staff of the NIE campus of NCERT.

3 Development of Multimedia software for on-line/ off-line dissemination

i) The Centre proposes to involve faculty members of various Departments of the NCERT, like Department of Education in Science and Mathematics, Department of Education in Social Science and Humanities, Department of Elementary Education, Department of Teacher Education and Extension, etc., and benefit from their expertise while designing courseware in support of the curriculum developed by the NCERT

ii) The content and design for courseware so developed shall be reviewed by a resource team comprising teachers, curriculum specialists, subject experts and IT specialists before it is converted into computer courseware

iii) DCETA will be responsible for the process of conversion of scripts to multimedia products on CDs

4. The Centre also provides guidance and facilities to students from various institutes/ universities for partial fulfillment of their degrees/ dissertations for MCA and allied courses

5 DCETA has built up a library of IT-based learning materials in the National Centre for Computer-based Education.

Resume of activities for the last five years

Efforts have been made by the Department in making information technology (IT) facilities available for the NCERT as a whole, i.e., the NIE campus in Delhi, all Regional Institutes, numbering five and PSSCIVE in Bhopal. A central facility has been developed on NIE campus in the form of the Computer Resource Centre, which is equipped with facilities to support IT-based activities and Internet facilities for NIE staff.

In addition, a large number of NCERT staff, academic and administrative/ministerial have been trained by this Department, especially during earlier years when such facilities were inadequate in RIEs This has been a part of the effort for in-house capacity building in the organisation. Special provisions are available for training in the use of IT facilities for text editing in Hindi.

Overall supervision and maintenance of IT facilities on NIE campus, continuous upgrading of facilities, providing the Internet connection to all Departments/Sections on the NIE campus have also been the responsibility of this Department.

Besides, a number of training programmes have been conducted for teachers in the area of IT literacy and development of computer-based learning materials.

The National Centre for Computer Education has been established to oversee and support all IT initiatives of MHRD in the school sector Several training programmes have been conducted for teacher educators and teachers. The Centre also maintains the Web Site of the NCERT at **http://www.ncert.nic.in**. Some learning materials for children developed at the Centre are now available in the Web Site of the MHRD. More such materials are in the pipeline and would be available in coming months.

Following the release of the **National Curriculum Framework for School Education (NCERT, November 2000)** which suggests integration of Information and Communication Technology into schooling, DCETA has come out with the document titled ***Curriculum Guide and Syllabus for Information Technology in Schools*** (Hindi and English). This document would provide the guiding principles for integrating IT in general education i.e. first the curriculum on IT for ten years of schooling. Based upon this document, manuscripts for the Workbooks I to III for children with extensive notes for teachers have been developed These will be available to schools in the coming session

During the last five years[1] DCETA fabricated three types of science kits viz., Primary Science Kits (PSK), 850 Integrated Science Kits (ISK, for the middle school) and 350-odd Mini Tool Kits (MTK, for the primary school) to supply the requirements of a number of States.

[1] From 2001-2002 onward, fabrication of science kits is no longer an activity of DCETA.

Activities conducted during the year 2000-2001

1. Brought out the **Proceedings of the Seminar on** ***Information Technology and the Schooling Process*** held during 16-17 February 2000

2. **National Centre for Computer Education** was established (September 2000)

3. Brought out the **Curriculum Guide and Syllabus for Information Technology in Schools** (February 2001)

4. Brought out the mimeographed training modules on **Windows Basics, Word Processing, Database Management System, Spreadsheet Programme, Presentation Programme, Internet Explorer and Indian Language Text Editors** (***Leap Office*** and ***Akshar***) for training of teacher educators, teachers and the Council staff.

5. Organised five programmes for teachers in Appreciation and Development of Computer-based learning materials of 15-day duration each.

6. Developed and conducted customised orientation programmes for Sri Lankan teacher educators.

7. Maintained NCERT's Web Site. The Site had been strengthened with materials relevant to different initiatives of NCERT

8. Certain amount of courseware was developed and disseminated through the Web Site of MHRD.

Status of the programmes for the current year (2001-02)

7.01 Development of a multimedia package on diagnostic tests on mathematical concepts at primary level.
Coordinator : Asha Jindal

The draft version of the multimedia package will be ready for field trial by March 2002

7.02 Development of syllabus and learning materials for Information Technology in Primary, Upper Primary and Secondary stages.
Coordinator : U. Mallik

The Curriculum Guide and Syllabus was brought out in February 2001 (English and later in Hindi) Learning materials in the form of Workbooks 1, 2 and 3, based upon the syllabus, have been sent for publication.

7.03 Appreciation and development of multimedia learning materials for on-line /off-line dissemination
Coordinator : K. Mittal

This programme has two components (i) training of teachers and (ii) development of IT-based learning resources.

Conducted one training programme from June 15-29, 2001 for 16 teachers from different segments. Two more programmes have been scheduled from January 28 to February 11 and February 13-27, 2002 respectively.

Designs of modules on *Electricity*, *Energy* and *Photosynthesis* with multimedia features like text, graphics, video, sound and animations are ready, which will be vetted in the workshop to be held from January 14-18, 2002. After this these will be farmed out for coding for off-line dissemination on CDs

7.04 Multimedia package for interactive learning of science using electronic media
Coordinator : K. Mittal

Three modules viz , *Gravitation*, *Acceleration* and *Electricity* for class IX science are ready. For class X science, draft design has been finalised. Courseware on "how genes work" is available at MHRD's site. Two programmes, namely Monohybrid Cross and Dihybrid Cross will be made and available at the same Site in January 2002.

7.05 Developing and uploading of NCERT's Web Site
Coordinator : U. Mallik

The site has been regularly updated. Active participation from various Departments would make it a more active site.

7.06 Capacity building of NCERT Staff
Coordinator : A. Jindal

Four training programmes have been conducted for ministerial /administrative staff of the Council. Two of these were on word processing in Hindi (18 participants), one on Word processing in English (20 participants) and one on database management for 10 participants Two training programme on IT skill development for academic faculty will be conducted before March 2002.

7.07 Development of resources at the National Centre for Computer based Education
Coordinator : U. Mallik

This is a provision for enhancing IT facilities in the National Center for Computer Education (Expected expenditure Rs 2.5 lakh).

7.08 Development of multimedia learning materials based on the syllabus for classes IX/XI in: (a) Science and (b) Social Science
Coordinator : U. Mallik

This programme could not take off without active participation of the faculty of DEE, DESSH, DTEE and DESM. Since the faculty in these Departments have been busy during the year, there is no option but to defer this until these Departments are ready to participate.

7.09 Training of SCERTs', SIEs', and DIETs' faculty in the use of IT-based learning resources
Coordinator : K. Mittal

A ten-day orientation programme was conducted for teacher educators. This was attended by 16 educators from 10 different States and UTs. Two more programmes have been scheduled.

Composite Statement of Programmes Proposed for 2002-2003

I Type/Category wise number of Programmes with proposed budget

Programme	New	On going	Carried over	Total	Budget Proposed (Rs)
Research					
Development	1	3	1	5	40,59,240/-
Training		2			18,000/-
Extension					
Any other					
					Total : Rs. 40,77,240/-

II (A) Source-wise break-up of the total proposed budget in I

(i) Estimated Budget from Council's fund : **Rs. 40,77,240/-**

(ii) Specific Grants from MHRD's · **Nil**

(iii) Grants received from other agencies like UNICEF etc. **Nil**

(B) Budget proposed vis-à-vis utilization there of during 2001-2002 under Plan programmes.

(i) Budget asked for 2001-2002 as per PAC agenda (March 2001) : **Rs. 61,01,400/-**

(ii) Budget allocated by PPMED for 2001-2002 : **Rs. 21,00,00/-**

(iii) Specific grant received from MHRD for 2001-2002 . **Nil**

(iv) Expenditure incurred on programmes under B (ii) above (as on 1 11 2001) **Rs. 3,54,395/-**

III Details of Specific Programmes

Programmes for	No of Programmes	Programmes Codes	Budget Proposed Rs.
North-East Region	2	Activity No.3 in progs. 7 04 & 7.05	6,45,140/-
SC/ST	Nil	N A	N A

IV Proposed Supporting Staff (JPF/CA)

		Total No. of Months
JPF	**3 for 12 months each**	**36**
CA	**9 for 12 months each**	**108**

Programme proposals for the year 2002-2003

PROGRAMME PROPOSAL No.: 7.01

(Not recommended by DAB)

1.	**Name Of the NCERT Constituent/ Department**	:	Department of Computer Education and Technological Aids
2.	**Title of the Programme**	:	Development of multimedia software for understanding the use of Internet.
3.	**a) Type of the Programme**	:	Development
	b) Category of the Programme		New
	c) If the Programme is carried over/on-going, mention the present PAC Code No.		NA
4.	**Total duration of the programme as phased in col. 10 (Month)**	:	12 months
	a) Date on which programme commence/to be commenced	:	1 April 2002
	b) Target date of completion	:	31 March 2003
5.	**a) Stage of Education to which the programme is meant**	:	All stages
	b) If programme is meant for a group with special needs	:	No
	c) If programme is State/ Region/ Agency specific, specific please specify the State/ Religion/ Agency	:	No
6.	**Beneficiaries**	:	- Students - Teachers - Teachers Educators - Educational Administrators/ Planners/ NCERT faculty

7. **Need and justification :** Information and communication technology is bringing people together across the globe through Internet facilities like e-mail, browsing, File Transfer Protocol (FTP) etc. The student has isolated pieces of information about these Internet facilities which leads to understanding at surface level These can be used by the students in effective manner if the child acquires basic understanding of working of Internet The programme is meant for those who want to know how Internet works, what happens when one clicks on the screen, how information covers the journey in cyberspace, how a user can search/reach to a web page in different ways, role of TCP/IP, Local Area Network (LAN), Uniform Resource Locator (URL) etc Hence in order to explain working of Internet to the students/teachers in simple and enjoyable manner, a software program has to be made which should consist of the features of multimedia programs like text, video, audio, animation, pictures etc

8 **(a) Specific Objectives :**

To develop basic understanding/skills for using Internet so that they can make use of the Internet facilities in day to day working and learning curricular subjects effectively.

(b) Methodology :

(i) Development of script for functional specifications of the proposed software (Inhouse activities)

(ii) Following activities to be performed by outside agency/firm

a) Preparation of design specifications
b) Prototype of software
c) Final version of software

(Once prototype version of software is ready, its evaluation will be done by the faculty. The feedback will be incorporated in preparation of final version of software)

(c) Proposed Supporting Staff (CAs/JPFs)

Designation	**Total No. of months**
One CA	for 12 months

9. **Collaborating Agencies (if any)** : **Name of Agency** **Nature of Collaboration**

a) NCERT Constituents :

b) Outside Agency :

10. Phasing of the Programme with precise information and Activities (Including in-house activities involving expenditure or otherwise clearly indicating the methodology to be followed)

S. No.	Activities proposed to be organised	Proposed dates From	To	Estimated Expenditure (Rs)
1	Development of script design	1 4.2002	31 7 2002	In-house
2	Workshops to finalise script design	Aug 2002		6840/-
3	Development of Software Package on CD	1.9 2002	31 3.2003	3,00,000/-
4	Appointment of 1 CA	1 4 2002	31 3 2003	52, 800/-
			Total	**Rs 3,59,640/-**
		Total (proposed for 2002-2003): Rs 3,59,640/-		

11 Details of each Budget Activity under item No. 10 (in the following format)

11.1 Activity No. : 2
Title : Workshop to finalise functional script
Proposed Dates : 2 days in Aug. 2002

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1.	Local conveyance to 7 local participants	Rs. 260*2*7 = Rs 3,640/-	
2.	Stationery, Lunch etc. Miscellaneous	Rs.200*8*2 =Rs.3,200/-	
		Total = Rs. 6,840/-	

11.2 Activity No. : 3
Title : Development of software package on CD
Proposed Date : **From** 1.9.2002 **To** 31.3.2003

S. No.	Item of Expenditure	Estimated expenditure	Remarks if any
1.	Development of CD	Rs. 3,00,000/-	To be farmed out

11.3 **Activity No.** : 4
Title : Salary of Computer Assistant
Proposed Date : **From** April 2002 **To** March 2003

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1	Salary of CA (for 1 year)	Rs 4,400*12=Rs 52,800/-	
		Total = Rs 52, 800/-	

Total of 11.1 to 11.3 : Rs 3,59,640/-

12. **Expect end product :** Multimedia package (CD and a manual)

13. **(a) Plans for utilization and dissemination of the end product(s) :**

Through off-line on CDs

(b) Plans for Evaluation of the outcome

Beta version will be tried in the department

(c) Plans for follow up/Feedback on utilization of the outcome

Feedback will be obtained in the same way as for textbooks.

14. **Personnel involved**

14.1 Name and designation of the Programme coordinator

Dr. Asha Jindal, Reader

14.2 Names and designation of the Associated Faculty

Dr. Utpal Mallik, Professor and Head
Dr. Kamlesh Mittal, Reader

Signature
(Programme Coordinator)
Date :

Signature
(Head of the Department)
Date :

PROGRAMME PROPOSAL No.: 7.02

	Name of the NCERT Constituent/ Department	:	Department of Computer Education and Technological Aids
2.	**Title of the Programme**	:	Development of instructional materials for Informatics Practices for Higher Secondary classes
3.	**(a) Type of the Programme**	:	Development
	(b) Category of the programme	:	New
	(c) If the Programme is on-going or carried over, mention the PAC Code No. and year of approval	:	N.A
4.	**Total Duration of the Programme as phased in col. (Months)**	:	24 Months
	(a) Date on which programme commenced/ to be commenced	:	April 2002
	(b) Target date of completion	:	March 2004
5.	**(a) Stage of Education to which the Programme is meant**	:	Hr. Secondary
	(b) If programme is meant for group with special needs	:	Entire student community
	(c) If Programme is State/ Region/ Agency specific needs	:	No
6.	**Beneficiaries**	:	Students Teachers & Teacher Educators

7. Need and justification :

Informatics Practices is one of the elective subjects at +2 stage prescribed by CBSE besides *Computer Science* While interacting with teachers and students it was felt that there is need for appropriate and relevant instructional materials containing simple exercises and activities relating these to life situations A comprehensive book catering to the needs of students/teachers is not available for the understanding of different topics/concepts prescribed for this course. The proposed programme will result in instructional materials for the benefit of students and teachers.

8. (a) Specific Objectives :

(i) To develop instructional materials based on the modified syllabus (if deemed necessary).

(b) Methodology :

(i) If deemed necessary, the department will modify the syllabus for *Informatics Practices* at Higher Secondary stage with the help of experts
(ii) Develop a format for the instructional material based on the above syllabus
(iii) Develop instructional materials.
(iv) Vet the materials in a workshop.
(v) Finalise the manuscript.
(vi) Printed volumes of the instructional material will be brought out.

(c) Proposed Supporting Staff/ (JPF/CA), if any.

Designation	**Total No. of Months**
2 CAs	24 months each

9. Collaboration Agencies (if any) **Name of Agency** **Nature of Collaboration**

(a) NCERT Constituents

(b) Outside Agency School/Colleges/University Academic

10 **Phasing of the Programme with precise information on Activities** (including in-house activities involving expenditure or otherwise clearly indicating the methodology to be followed)

S. No.	Activities proposed to be organised	Proposed dates From To	Estimated Expenditure (Rs)
1.	One day meeting of experts to review the syllabus and develop a format for the instructional material based on the above syllabus	April 2002	3,500/-
2.	Development of instructional material (class XI)	April-June 2002	
3.	Editing the material	June-July 2002	Inhouse
4	5-day workshop to vet the material	October 2002	1,17,000/-
5.	Preparation of the manuscript (class XI)	Nov-Dec 2002	Inhouse
6	Printing of the instructional material	Jan-March 2002	
7.	Appointment of 2 Computer Assistants	Yearlong	1,05,600/-
8.	Development of instructional material (class XII)	April-June 2003	
9.	Editing the material	June-July 2003	Inhouse
10.	5-day workshop to vet the material	October 2003	1,17,000/-
11.	Preparation of the manuscript (class XII)	Nov-Dec 2003	Inhouse
12.	Printing of the instructional material	Jan-March 2004	
13.	Appointment of 2 Computer Assistants	Yearlong	1,05,600/-
14.	Remuneration to writers	As per NCERT norms	
		Total Rs.	**4,48,700/- + remuneration to the writers**
		Total (Proposed for 2002-2003) : Rs.	**2,26,100/- + remuneration to the writers**
		Total (Proposed for 2003-2004) : Rs.	**2,22,600/- + remuneration to the writers**

11. Details of each Budget Activity under item No. 10 (in the following format) :

11.1 Activity No. : 1
Title : One day meeting of experts to modify the syllabus and develop a format for the instructional material based on the above syllabus
Proposed Dates : One day in April 2002

S.No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1.	Local Conveyance to 5 experts	260*5 = Rs 1,300/-	
2.	Honorarium to 5 experts	200*5 = Rs.1,000/-	
3	Coffee/Tea/Lunch/Stationery /Miscellaneous	Rs 1,200/-	
		Total: Rs. 3,500/-	

11.2 Activity No. : 3 & 10
Title : 5 – day workshops to vet the material
Proposed Dates : 5 day in October 2002 (for class XI)
and 5 day in October 2003 (for class XII)

S.No.	Item of Expenditure	Estimated Expenditure	Remarks if any
	For one workshop		
1	TA to 10 non-local experts	Rs. 5000*10 = Rs.50,000/-	
2.	DA to 10 non-local experts	Rs. 260*10*7 = Rs. 18,200/-	
3.	Local conveyance to 10 experts	Rs 260*10*5 = Rs.13,000/-	
4.	Honorarium to Resource Persons	Rs.200*20*5 =Rs.20,000/-	
5.	Stationery, Tea/Coffee, Lunch, Miscellaneous	=Rs. 15,800/-	
		Total = Rs.1,17,000/-	
	For two workshops	**Rs.2,34,000/-**	

11.3 **Activity No.** : 7 & 13
Title : Appointment of 2 Computer Assistants
Proposed Dates : April 2002 – March 2004

S.No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1.	Salary for one year	4,400*12*2 = Rs 1, 05, 600/-	
		Total = Rs. 1, 05, 600/-	
	For 2 years	= Rs 2,11, 200/-	

Total of 11.1 to 11.3 : Rs 4,48,700/- + remuneration to the writers

12. Expected end-product : Instructional materials for *Information Practices* (Class XI)

13. (a) Plans for utilization and dissemination of the end products(s)

As in case of other textbooks

(b) Plans for Evaluation of the outcome

Comments from user schools.

(c) Plans for follow up/ Feedback on utilization of the outcome

Modification if required.

14. Personnel involved:

14.1 Name and designation of the Programme Coordinator :

Dr. (Smt.) Kamlesh Mittal, Reader

14.2 Name and designation of the Associated Faculty :

Dr. Utpal Mallik, Prof. & Head
Dr (Mrs.) Asha Jindal, Reader

Signature
(Programme Coordinator)
Date :

Signature
(Head of the Department)
Date :

PROGRAMME PROPOSAL No.: 7.03

1.	**Name of the NCERT Constituent/ Department**	:	DCETA
2.	**Title of the Programme**	:	Development of multimedia learning materials based on new curriculum materials
3.	**a) Type of the Programme**	:	Development
	b) Category of the programme	:	Carried Over
	c) If the programme is carried over/on-going, mention the present PAC Code No.	:	7.12 (2001-2002)
4.	**Total duration of the programme as phased in col. 10 (Month)**	:	Two Years
	a) Date on which programme commence/ to be commenced	:	(The programme could not take off because the active involvement of DESM, DESSH and DEE was required. These departments were busy in developing new curriculum materials. This can start in April 2002)
	b) Target date of completion	:	March 2004
5.	**a) Stage of Education to which the programme is meant**	:	Secondary and Sr. Secondary
	b) If programme is meant for a group with special needs	:	Entire students' community
6.	**Beneficiaries**	:	Students and Teachers

7. **Need and justification :**

The National Curriculum Framework envisages application of Information and Communication Technology as an important input for promotion interactive learning and enhancement of the quality of learning.

Development of multimedia materials is a curriculum development process in which close collaboration between the curriculum departments of NCERT and the DCETA is necessary

Selection of areas for development of such materials calls for close interaction between the faculty of DESM, DESSH, DEE, DTEE and DCETA Wherever necessary, especially for technical input, help from external sources will be recruited.

8. **(a) Specific Objectives :**

To develop IT-based learning materials in support of (a) Science, (b) Social Sciences and (c) Languages using the available information technology tools.

(b) Methodology :

Based on the new curriculum select topics will be identified in consultation with DESM (Science), DESSH (Social Science), DTEE and DEE (Elementary Education). Scripts will be developed in-house in collaboration with concerned Departments on the select topics for conversion to multimedia programs The scripts will be reviewed by a group of teachers and teacher educators from States and subject specialists

Technical specifications will be developed in consultation with external experts, if necessary.

The job of coding of the scripts will be done both in-house and through external agencies (by farming out).

(c) Proposed Supporting Staff/ (JPF/CA), if any.

Designation	**Total No. of Months**
3 JPF	24 months
1 CA	24 months

9. **Collaboration Agencies**	**Name of Agency**	**Nature Of Collaboration**
a) NCERT Constituents :	DESM, DESSH, DEE, DTEE	Academic
b) Outside Agency :	Teacher, Teacher Educator, IT Experts and Software Houses	Academic & Technical

10. **Phasing of the Programme with precise information on Activities** (including in-house activities involving expenditure or otherwise clearly indicating the methodology to be followed):

S. No.	Activities proposed to be organised	Proposed dates		Estimated Expenditure (Rs)
		From	To	
1	Identification of topics and script design	May	July	In-house
2	2 Workshops to review script (5 day each)	August 2002 September 2002		1,50,000/-
3	2 Workshops for Technical Specifications (5 day each)	October 2002 October 2002		1,50,000/-
4	Farming out for coding	November 2002	October 2003	10,00,000/-
5	Trial for feedback	October 2003	December 2003	10,000/-
6	Refinement and final modification of programs	January 2004	March 2004	—
7	Appointment of three CAs and one JPF	April 2002	March 2004	4,22,400/-
				Total estimated Budget: Rs. 17, 32,400/- **Total (proposed for 2002-2003) Rs. 10,11,200/-** **Total (proposed for 2003-2004) Rs. 7,21,200/-**

11. Details of each Budget Activity under Item No. 10 (in the following format):

11.1 Activity No. : 2

Title : Workshops to review script

Proposed Dates : From August & September 2002

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
	For one 5 day programme		
1.	TA to 5 non-local participants	Rs. 5,000*5 = Rs 25, 000/-	
2.	DA to 5 non-local participants	Rs 260*5*7 = Rs. 9,100/-	
3	Local conveyance to 10 local participants	Rs 260*10*5 = Rs. 13, 000/-	
4.	Honorarium to Resource Persons	Rs.200*15*5 = Rs 15, 000/-	
5.	Stationery, Lunch Miscellaneous	= Rs. 12,900/-	
		Total = Rs.75, 000/-	
		For two workshops = Rs.1, 50,000/-	

11.2 Activity No. : 3

Title : Workshops for Technical Specification

Proposed Dates : From: October 2002

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
	For one 5 day programme		
1.	TA to 5 non-local participants	Rs. 5,000*5 = Rs.25,000/-	
2.	DA to 5 non-local participants	Rs. 260*5*7 = Rs. 9,100/-	
3.	Local conveyance to 10 local participants	Rs 260*10*5 = Rs.13,000/-	
4.	Honorarium to Resource Persons	Rs.200*15*5 =Rs.15,000/-	
5.	Stationery, Lunch Miscellaneous	'=Rs. 12,900/-	
		Total = Rs.75,000/-	
		For two workshops = Rs.1,50,000/-	

11.3 Activity No. : 4
Title : Development of CDs
Proposed Date : From November 2002 to October 2003

S. No.	Item of Expenditure	Estimated expenditure	Remarks if any
1	Development of CDs	Rs. 10,00,000/-	To be farmed out
	Total	**Rs. 10, 00, 000/-**	

11.4 Activity No. : 5

Title : Trial for feedback

Proposed Date : **From:** October 2003 to December 2003

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1.	Evaluation and finalisation of courseware	Rs.10, 000/-	
	Total	**Rs. 10, 000/-**	

11.5 Activity No. : 7

Title : Appointment of 3 CAs and 1 JPF

Proposed Date : From April 2002 to March 2004

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
	For one year		
1	Salary of 3 CAs and 1 JPF	Rs.4, 400*12*4 =Rs. 2,11,200/-	
	Total	**Rs. 2, 11, 200/-**	
	For two years	Rs 2, 11, 200 *2 = **Rs 4,22,400/-**	

Total of 11.1 to 11.7: Rs. 17, 32,400/-

12. **Expected end product :** Multimedia learning packages for classes IX and XI in select topics of science and social sciences.

13. **(a) Plans for utilisation and dissemination of the end product(s)**

The material will be disseminated through the Publication Department in the same way as print materials. Select portions will be disseminated through the NCERT's Web Site

(b) Plans for Evaluation of the outcome :

(c) Plans for follow up/Feedback on utilisation of the outcome:

14. **Personnel involved :**

14.1 Name and designation of the Programme Coordinator :

Dr. Utpal Mallik, Professor and Head

14.2 Name(s) and designation of the other faculty member(s) involved :

Dr. (Smt). Kamlesh Mittal, Reader
Dr. (Mrs.) Asha Jindal, Reader

Signature
(Programme Coordinator)
Date :

Signature
(Head of the Department)
Date :

PROGRAMME PROPOSAL No.: 7.04

1.	**Name of the NCERT Constituent/ Department**	:	Department of Computer Education and Technological Aids
2.	**Title of the Programme**	:	Orientation of Teacher Educators from different States in the integration of IT tools and IT-based learning resources
3.	**a) Type of the Programme**	:	Development/ Orientation
	b) Category of the Programme	:	On-going
	c) If the programme is carried over/on-going, mention the present PAC Code No.	:	7 13 (2001-2002)
4.	**Total Duration of the programme as phased in col.10 (Month)**	:	Two programmes each of 12 days duration
	a) Date on which programme commence/to be commenced	:	April 2002
	b) Target date of completion	:	March 2003
5.	**a) Stage of Education to which the programme is meant**	:	All stages
	b) If programme is meant for a group with special needs	:	Entire student community
	c) If programme is State/Region/Agency specific, please specify State/ Region/ Agency	:	One of the three programmes is exclusively for North-Eastern States
6.	**Beneficiaries**	:	Teachers Educators

'. **Need and justification :**

In early 2001, DCETA had developed Curriculum Framework and Syllabus for general education. Subsequently, 3 Workbooks have been developed based upon the syllabus. These Workbooks attempt to integrate IT into the school curriculum.

The proposed programme is meant to orient teacher educators from States to (a) the material and method adopted in the Workbooks, (b) use IT-based curriculum materials (courseware) developed in the department as well as commercially developed programs and (c) develop model lesson plans using above resources It is expected that these teacher educators will conduct similar programmes for teachers in their States

8. **(a) Specific Objectives :**

To educate teacher educators in the effective use of IT tools and IT-based learning materials, as elaborated in Workbooks 1, 2, and 3 developed by NCERT

(b) Methodology:

Three orientation programmmes, each of 12 days duration, will be conducted for 15 teacher educators

(i) in the use of
- i IT-Tools and
- ii. IT-based courseware

(ii)development of model lesson plans by teacher educators using the above resources

(c) Proposed Supporting Staff/ (JPF/CA), if any.

Designation	**Total No. of Months**
One CA	12 months

9. **Collaborating Agencies:**

	Name Of The Agency	**Nature Of Collaboration**
a) NCERT Constituents:	DTEE, DEME	
b) Outside Agency :	SCERTs, SIEs, DIETs, IACs and CTs	

10. **Phasing of the Programme with precise information on Activities** (including in-house activities involving expenditure or otherwise clearly indicating the methodo be followed):

S. No.	Activities proposed to be organised	Proposed dates From To	Estim Expend (Rs
		July, 2002	
1	Orientation of teacher educators (a) in the use of IT tools and IT-based courseware and (b) development of model lesson plans using above resources		1, 70, (
2	Orientation of teacher educators (a) in the use of IT tools and IT-based courseware and (b) development of model lesson plans using above resources	October, 2002	1, 70, (
3	Orientation of teacher educators from North-Eastern States (a) in the use of IT tools and IT-based courseware and (b) development of model lesson plans using above resources	December 2002	3,36,:
4.	Finalisation of lesson plans	Year long	Inhc
5	Appointment of 1 Computer Assistant	Year long	52, 8
			Total (proposed for 2002-2003) Rs. 7

11. **Details of each Budget Activity under Item No. 10 (in the following format)**

11.1 **Activity No.** : 1 to 2
Title : Development . ... educators (12 Days' programme)
Proposed Dates : July and October 2002

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1	TA to 12 non-local participants	Rs 5, 000*12 = Rs.60,000/-	
2	DA to 12 non-local participants (14days)	Rs 260*12*14 = Rs.43,680/-	
3	Local conveyance to 3 local participants (12 days)	Rs. 260*3*12 = Rs 9,360/-	
4.	Honorarium to Resource Persons	Rs 200*15*12 =Rs36,000/-	
5.	Stationery, Lunch, Miscellaneous	= Rs20,960/-	
	Total	**Rs.1,70,000/-**	
	Total for 2 programmes	**Rs.3,40,000/-**	

11.2 **Activity No.** : 3
Title : Development .... .. North-Eastern States (12 days' programme)
Proposed Dates : December 2002

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1	TA to 15 non-local participants	Rs.15, 000*15 = Rs 2,25,000/-	
2.	DA to 15 non-local participants (14 days)	Rs. 260*15*14 = Rs.54,600/-	
3.	Honorarium to Resource Persons	Rs. 200*15*12 = Rs36,000/-	
4.	Stationery, Lunch Miscellaneous	= Rs20,900/-	
		Total **Rs.3,36,500/-**	

11.3 **Activity No.** : 5
Title : Appointment of a Computer Assistant
Proposed Date : Year long

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1.	Salary of a computer assistant	**Rs. 52,800/-**	
		Total Rs. 52, 800/-	

Total of 11.1 to 11.3 = Rs. 7,29,300/-

12. **Expected end product** : Report and model lesson plans

13. **(a) Plans for utilisation and dissemination of the end product(s) :**

These teacher educators will be the Key/ Resource persons to further orient teachers in their respective States.

(b) Plans for Evaluation of the outcome :

To get feedback from the practicing teachers

(c) Plans for follow up/Feedback on utilisation of the outcome :

Procedure will be refined, if required.

14. **Personnel involved:**

14.1 Name and designation of the Programme Coordinator :

Dr. (Smt.) Kamlesh Mittal, Reader

14.2 Name(s) and designation of the other faculty member(s) involved :

Dr. Utpal Mallik, Professor and Head
Dr. (Mrs.) Asha Jindal, Reader

Signature
(Programme Coordinator)
Date :

Signature
(Head of the Department)
Date :

PROGRAMME PROPOSAL No.: 7.05

1.	**Name Of the NCERT Constituent/ Department**	:	Department of Computer Education and Technological Aids
2.	**Title of the Programme**	:	Development of multimedia learning materials for on-line/ off-line dissemination
3.	**a) Type of the Programme**	:	Development
	b) Category of the Programme		On-going
	c) If the programme is carried over/on-going, mention the present PAC Code No. and year of approval	:	7.04 (2001-2002)
4.	**Total Duration of the programme as phased in col. 10 (Month)**	:	12 Months
	a) Date on which programme commence/to be commenced	:	December 1999
	b) Target date of completion	:	March 2003
5.	**a) Stage of Education to which the programme is meant**	:	Secondary and Sr. Secondary
	b) If programme is meant for a group with special needs	:	Entire student community
	c) If programme is State/ Region/Agency specific, please specify the State/Religion/Agency	:	No
6.	**Beneficiaries**	:	Students Teachers Teachers Educators

7. Need and justification :

Effective multimedia materials developed around the school curriculum are an aid to learning. Development of such materials is a curriculum development process The end product, converted to multimedia programs will benefit students.

A programme on *Nuclear Chemistry* developed under this project is presently available on the MHRD's web site Two more *Electricity* and *Energy* are in the process of finalisation. Under the present programme the Department proposes to develop more such short programs especially for disseminating on-line.

Materials for off-line dissemination with richer media content would be far more elaborate. They will be farmed out for coding.

8 (a) Specific Objectives :

Training of teachers from different States and UTs in the use of IT tools and development of the scripts for IT-based learning resources for on-line/ off-line dissemination.

(b) Methodology :

Designs of modules on *Electricity*, *Energy* and *Photosynthesis* with multimedia features like text, graphics, video, sound and animations are ready, which will be vetted in the workshop to be held from January 14-18, 2002. After this these will be farmed out for coding.

This programme has two components (i) training of teachers and (ii) development of IT-based learning resources.

(i) Training of teachers for developing following skills :
   i. General IT skills
   ii. Ability to integrate multimedia courseware into teaching
   iii. Ability to develop scripts for IT-based learning resources
(ii) Design scripts for IT-based learning resources.
(iii) Transform scripts into multimedia forms.
(iv) Coding to be farmed out.

Two pieces of courseware/supplementary material based on the curriculum, which will be identified in consultation with practicing teachers and faculty of the curriculum departments, will be developed and coding will be farmed out to some external agencies for on-line dissemination on the internet and off-line on CDs.

Close collaboration of curriculum departments will be necessary for successful implementation of the programme.

(c) Proposed Supporting Staff/ (JPF/CA), if any :

Designation	**Total No. of Months**
2 JPFs	12 months each
1 CA	12 months

9. Collaborating Agencies (if any)	:	Name of Agency	Nature of Collaboration
a) NCERT Constituents	:	DESM, DESSH and DEE	Academic
b) Outside Agency	:	Intel Asia Electronics Inc.	Support in terms of hardware/ software.
		To be decided	For coding

10. Phasing of the Programme with precise information and Activities (Including in-house activities involving expenditure or otherwise clearly indicating the methodology to be followed)

S. No.	Activities proposed to be organised	Proposed dates From To	Estimated Expenditure (Rs)
1 to 2	Development of multimedia learning material and orientation of teachers	April 2002 May 2002	1,65,000/- 1,65,000/-
3	Development of multimedia learning material and orientation of teachers (for North Eastern States)	July 2002	3,08,640/-
4	Script design	April-July 2002	Inhouse
5	Workshop to finalise scripts and transform these into multimedia forms	August 2002	75,000/-
6	Development of 3 CDs	Sept. '02 - March '03	10,00,000/-
7	Evaluation and finalisation of courseware	Jan. '03 - March '03	15,000/-
8	Appointment of 1 CA and 2 JPFs	April '02 to March'03	1,58,400/-
			Total Rs. 18,87,040/-
		Total (proposed for 2002-2003)	**Rs. 18,87,040/-**

11. Details of each Budget Activity under Item No. 10 (in the following format) :

11.1 Activity No. : 1 & 2

Title : Orientation of teachers and development of multimedia Learning materials.

Proposed Dates : **From** April, 2002 **To** July, 2002

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1.	TA to 8 non-local participants	Rs. 5,000*8 = Rs.40, 000/-	
2.	DA to 8 participants	Rs. 260*8*17 = Rs 35, 360/-	
3.	Local conveyance to 7 local participants	Rs. 260*7*15 = Rs.27, 300/-	
4.	Honorarium to Resource Persons	Rs.200*15*15 = Rs.45, 000/-	
5.	Stationery, Lunch Miscellaneous	= Rs.17, 340/-	
	Total	**Rs. 1, 65,000/-**	
	Total for 2 programmes	**Rs. 3,30,000/-**	

11.2 Activity No. : 3

Title : Orientation. . ....materials (for North Eastern States)

Proposed Dates : **From** April, 2002 **To** July, 2002

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1.	TA to 15 non-local participants	Rs. 12,000*15 = Rs.1,80,000/-	
2.	DA to 15 participants (for 17 days)	Rs. 260*15*17 = Rs.66,300/-	
3.	Honorarium to Resource Persons	Rs.200*15*15 = Rs.45, 000/-	
4.	Stationary, Lunch Miscellaneous	= Rs.17, 340/-	
		Total **Rs.3,08,640/-**	

11.3 **Activity No.** : 5
Title : Workshop to finalise scripts and transform these into multimedia forms
Proposed Dates : August 2002

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
	For 5 day programme		
1.	TA to 5 non-local participants DA to 5 non-local participants	Rs. 5,000*5 = Rs.25, 000/- Rs. 260*5*7 = Rs 9,100/-	
2	Local conveyance to 10 local participants	Rs 260*10*5 = Rs.13,000/-	
3	Honorarium to Resource Persons	Rs.200*15*5 = Rs.15, 000/-	
4.	Stationery, Lunch Miscellaneous	= Rs.12,900/-	
		Total **Rs.75,000/-**	

11.4 **Activity No.** : 6
Title : Development of CDs
Proposed Date : From September 2002 To March 2003

S. No.	Item of Expenditure	Estimated expenditure	Remarks if any
1	2	3	4
1.	Development of CDs	Rs. 10,00,000	To be farmed out
	Total	Rs 10,00,000/-	

11.5 **Activity No.** : 7
Title : Evaluation and finalisation of courseware
Proposed Date : From January 2003 To March 2003

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1	2	3	4
1.	Evaluation and finalisation of courseware	Rs.15,000/-	
	Total	**Rs. 15,000/-**	

11.6 **Activity No.** : 8
Title : Appointment of 1 CA and 2 JPFs
Proposed Dates : From April 2001 To March 2002

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1	2	3	4
1.	Salary of 1 CA and 2 JPFs	Rs.4, 400*3*12 =Rs 1,58,400/-	
	Total	**Rs. 1,58,400/-**	

Total of 11.1 to 11.6 = Rs. 18,87,040/-

12. **Expected end product** : CDs on courseware/supplementary material based on the curriculum

12. (a) Plans for utilization and dissemination of the end product(s) :

Through on-line dissemination on the Internet and off-line on CDs

(b) Plans for Evaluation of the outcome :

Beta version will be tried out in schools.

(c) Plans for follow up/Feedback on utilization of the outcome :

'Feedback will be obtained in the same way as for textbooks.

14. Personnel involved :

14.1 Name and designation of the Programme Coordinator :

Dr. (Smt.) Kamlesh Mittal, Reader

14.2 Name and designation of the Associated Faculty :

Dr. Utpal Mallik, Professor and Head
Dr (Mrs.) Asha Jindal, Reader

Signature
(Programme Coordinator)
Date :

Signature
(Head of the Department)
Date :

PROGRAMME PROPOSAL No.: 7.06

1.	**Name of the NCERT Constituent /Department**	:	Department of Computer Education and Technology Aids
2.	**Title of the Programme**	:	Updating the NCERT's Web-site on the Internet.
3.	**a) Type of the Programme**	:	Development Extension
	b) Category of the Programme	:	On-going
	c) If the programme is carried over/on-going, mention the present PAC Code No.	:	7.06 (2001-2002)
4.	**Total Duration of the programme as phased in col.10 (Month)**	:	12 months
	a) Date on which programme commenced.	:	April 1999
	b) Target date of completion	:	March 2002
5	**a) Stage of Education to which the programme is meant**	:	All stages
	b) If programme is meant for a group with special needs	:	Entire community
	c) If programme is State/ Region/ Agency specific, please specify the State/Region/Agency		No
6.	**Beneficiaries**	:	Entire population

7. **Need and justification :**

The need for maintaining a vibrant web site for the Council cannot be overemphasised. The Council's web site has been put up and it is regularly maintained This activity has to continue more vigorously, with collaborating from different constituents of the Councils.

8 **(a) Specific Objectives :**

(i) To reach school teachers, teacher educators, students and the general public with resource materials.
(ii) To reach school teachers and educators with research finding, lesson plans.
(iii) To reach students with exercises and other reading materials through the Internet.
(iv) To reach the general public with news and views on current affairs in the area of School education
(v) To disseminate journals published by NCERT

(b) Methodology :

Developing materials in-house in collaboration with NIE Departments and RIEs, converting them to Net ready materials and uploading them on NCERT's Web Site.

(c) Proposed Supporting Staff/ (JPF/CA), if any.

Designation	**Total No. of Months**
2 CAs	12 months each

9. **Collaborating Agencies (if any) :**

	Name of Agency	**Nature of Collaboration**
(a) NCERT Constituents	Different Constituents of NCERT	Academic & administrative
(b) Outside Agency		

10. **Phasing of the Programme with precise information on Activities** (including in-house activities involving expenditure or otherwise clearly indicating the methodology to be followed).

S. No.	Activities proposed to be organised	Proposed dates From To	Estimated Expenditure (Rs)
1	Editing materials for the Net & Uploading them	Year long	
2	Salary of two Computer Assistants	April 2002 to March 2003	1,05,600/-
		Total	**Rs. 1,05,600/-**
		Total (Proposed 2002-2003)	**Rs. 1,05,600/-**

11. Details of each Budget Activity under Item No. 10 (in the following format) :

11.1 Activity No. : 10 2
Title : Salary of two Computer Assistants
Proposed Dates : From April 2001 To March 2002

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
1	2	3	4
1	Salary of two Computer Assistants	Rs. 4400 x 12 x 2 = Rs1,05,600/-	
		Total Rs. 1,05,600/-	

Total of 11.1 Rs. 1,05,600/-

12 Expected end product : Publications would be available on the Internet

13. (a) Plans for utilisation and dissemination of the end product(s)
Through Internet

(b) Plans for Evaluation of the outcome

(c) Plans for follow up/Feedback on utilisation of the outcome

14. Personnel involved :

14.1 Name and designation of the Programme Coordinator :

Dr. Utpal Mallik, Professor & Head

14.2 Name(s) and designation of the other faculty member(s) involved

Dr (Mrs.) Kamlesh Mittal, Reader
Dr. (Mrs.) Asha Jindal, Reader

Signature
(Programme Coordinator)
Date :

Signature
(Head of the Department)
Date :

PROGRAMME PROPOSAL No.: 7.07

1.	**Name of the NCERT Constituent/ Department**	:	Department of Computer Education and Technological Aids
2.	**Title of the Programme**	:	Capacity building of NCERT faculty in specific IT skills
3.	**a) Type of the Programme**	:	Training
	b) Category of the programme	:	On-going
	c) If the programme is carried over/on-going, mention the present PAC Code No.	:	7.08 (2001-2002)
4.	**Total Duration of the programme as phased in col. 10 (Month)**	:	12 months
	a)Date on which programme commenced/to be commenced	:	With the approval of the of the PAC the programme was initiated in March, 1996
	b) Target date of completion	:	To be continued
5.	**a) Stage of Education to which the programme is meant**	:	Council's Faculty
	b) If programme is meant for a group of special needs	:	N A
	c) If programme is State/Region Agency specific, please specify the State/Region/Agency	:	No
6.	**Beneficiaries**	:	NCERT Faculty

7. Need and justification :

With the present need to make best use of IT components in day to day work, the faculty need to have sufficient IT skills and related knowledge. Therefore, apart from the substantial amount of IT facilities which have been made available to all constituents on the NIE campus every member of the faculty must have some basic IT skills.

8. (a) Specific Objectives :

The purpose of this programme is to .

(i) Develop IT competencies among the faculty so that they can make use of the IT facilities effectively.
(ii) Bring out a work culture that integrates IT into the day-to-day work.

(b) Methodology :

Three training programmes each for 10 faculty members in specific IT skills.

(c) Proposed Supporting Staff/ (JPF/CA), if any.

Designation	**Total No. of Months**
JPF (s)	_____
CA (s)	_____

9. Collaborating Agencies (if any) : Name of Agency Nature of Collaboration

NCERT Constituents Entire Council

Outside Agency

10. Phasing of the programme with precise information on activities (Including in-house activities involving expenditure or otherwise clearly indicating the methodology to be followed) :

S. No.	Activities proposed to be organised	Proposed dates From To	Estimated Expenditure (Rs)
1.	Training programmes for 10 faculty members on specific IT skills	April, 2002	3,000/-
2	--------do--------	August, 2002	3,000/-
3	---------do-------	February 2003	3,000/-
			Total Rs. 9,000/-
		Total (proposed for 2002-2003)	**Rs. 9,000/-**

11. Details of each Budget Activity under Item No. 10 (in the following format)

11.1 Activity No. : 1
Title : Capacity building of NCERT faculty in specific IT skills
Proposed Dates : From April-2002 To March-2003

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
	For one programme·		
1.	Contingent grant (Tea/ coffee, stationery, etc. miscellaneous)	Rs 3,000/-	
		Total Rs. 3,000/-	
		For three programmes Rs. 9,000/-	

Total of 11.1 = Rs.9,000/-

12. Expected end-product : NCERT faculty trained in IT skills

13. (a) Plans for utilisation and dissemination of the end product(s) :

(b) Plans for Evaluation of the outcome :

(c) Plans for follow up/Feedback on utilisation of the outcome :

14. Personnel involved :

14.1 Name and designation of the Programme Coordinator :

Dr. (Mrs.) Asha Jindal, Reader

14.2 Name(s) and designation of the other faculty member(s) involved :

Dr. U. Mallik, Professor and Head
Dr. (Smt.) Kamlesh Mittal, Reader

Signature
(Programme Coordinator)
Date :

Signature
(Head of the Department)
Date :

PROGRAMME PROPOSAL No.: 7.08

1.	**Name of the NCERT Constituent/ Department**	·	Department of Computer Education and Technological Aids
2.	**Title of the Programme**		Capacity building of administrative staff of NCERT in specific IT skills
3.	**a) Type of the Programme**	·	Training
	b) Category of the programme	·	On-going
	If the programme is carried over/on-going, mention the present PAC Code No.		7 08 (2001-2002)
4.	**Total Duration of the programme as phased in col. 10 (Month)**	:	12 months
	a) Date on which programme commenced/to be commenced	.	With the approval of the of the PAC the programme was initiated in March, 1996
	b) Target date of completion	:	To be continued
5.	**a) Stage of Education to which the programme is meant**	:	Administrative staff of the Council
	b) If programme is meant for a group with special needs	:	NA
	c) If programme is State/Region Agency specific, please specify the State/Region/Agency	:	No
6.	**Beneficiaries**	:	Administrative staff of NCERT

7. Need and justification :

With the present need to make best use of IT facilities (e.g handling computers, word processing, data bases, e-mail etc.) in day to day office work, like document/letter preparations, databases, etc. the administrative staff need to have sufficient IT skills. Therefore, apart from the substantial amount of IT facilities which have been made available to all constituents of the NIE campus they need training in specific IT skills relevant to their work-related situation

8. (a) Specific Objectives :

The purpose of the programme is to :

(i) develop IT competencies among the administrative staff so that they can make use of the IT facilities in doing office work efficiently
(ii) bring out a work culture to integrate IT into their day-to-day office work.

(b) Methodology :

(If a research programme, please also indicate sample, research questions/hypotheses and tools)

Three training programmes each of 7 days for 10 members of administrative staff in specific IT skills.

(c) Proposed Supporting Staff/ (JPF/CA), if any :

Designation	Total No. of Months
JPF (s)	_____
CA (s)	_____

9. Collaborating Agencies (if any) :

	Name of Agency	**Nature of Collaboration**
NCERT Constituents	Entire Council	Trainees
Outside Agency -		

10. Phasing of the programme with precise information on activities (Including in-house activities involving expenditure or otherwise clearly indicating the methodology to be followed) :

S. No.	Activities proposed to be organised	Proposed dates From To	Estimated Expenditure (Rs)
1.	Training programmes for 10 administrative staff on specific IT skills	May, 2002	3,000/-
		September, 2002	3,000/-
2.	-----do--------		
3.	-----do-------	January, 2003	3,000/-
			Total Rs. 9,000/-

Amount required in the proposed year = Rs 9,000/-

11. Details of each Budget Activity under Item No. 10 (in the following format) :

11.1 Activity No. : 1
Title : Capacity building of NCERT administrative staff in specific IT skills
Proposed Dates : From April-2002 To March-2003

S. No.	Item of Expenditure	Estimated Expenditure	Remarks if any
	For one programme		
1.	Contingent grant (Tea/ coffee, stationery, etc. miscellaneous)	Rs. 3,000/-	
		Total Rs. 3,000/-	
	For three programmes	**Rs. 9, 000/-**	

Total of 11.1 = Rs.9, 000/-

12. **Expected end-product :** NCERT administrative staff trained in IT skills

13. **(a) Plans for utilisation and dissemination of the end product(s) :**

(b) Plans for Evaluation of the outcome :

(c) Plans for follow up/Feedback on utilisation of the outcome :

14. Personnel involved :

14.1 Name and designation of the Programme Coordinator :

Dr. (Mrs.) Asha Jindal, Reader

14.2 Name(s) and designation of the other faculty member(s) involved :

Dr U. Mallik, Professor and Head
Dr (Smt.) Kamlesh Mittal, Reader

Signature
(Programme Coordinator)
Date :

Signature
(Head of the Department)
Date :

Summary Statement of the Programme Proposals for the Year 2002-2003

PAC Code	Title	Type	Co-ordinator /members	Category	Estimated Budget (Rs)	Recommendations of DAB
7 01	Development of multimedia software for understanding the use of Internet	Development	**A.Jindal** U Mallik K Mittal	New	3,59,640	Not recommended
7 02	Development of Instructional material for Informatics Practices for Higher Secondary	Development	**K. Mittal** U Mallik A Jindal	New	2,26,100/-	Recommended
7 03	Development of multimedia materials based on new curriculum materials	Development	**U. Mallik** K Mittal A Jindal	Carried Over	11,11,200	Recommended
7 04	Orientation of Teachers Educators from different States in the use of IT tolls and IT-based learning resources	Development/ Orientation	**K. Mittal** U. Mallik A Jindal	On-going	7,29,300	Recommended
7 05	Development of multimedia learning materials for on line/ off line dissemination	Development	**K.Mittal** U. Mallik A Jindal	On-going	18,87,040	Recommended
7.06	Updating theNCERTs Web-site on the Internet	Development/ Extension	**U. Mallik** K. Mittal A Jindal	On-going	1, 05, 600	Recommended
7.07	Capacity building of NCERT faculty in specific IT skills	Training	**A. Jindal** U Mallik K.Mittal	On-going	9,000	Recommended
7 08	Capacity building of administrative staff of NCERT in specific IT skills	Training	**A. Jindal** U Mallik K.Mittal	On-going	9,000	Recommended

Total expenditure = Rs. 44,36,880/-

Total of the programmes recommended by the DAB = Rs. 40,77,240/-

Minutes of the Pre-Departmental Advisory Board's meeting

Available members of the DAB of the DECTA met on 29th November, 2001 at 11·00 a m. in the chamber of the Head of Department to discuss thoroughly the progress of the pogrammes for the current year as well as the programmes proposed for the year 2002-2003. Following members were present:

Prof Utpal Mallik	Chairman
Prof. V. B. Aggarwal	External member
Dr. Kamlesh Mittal	Member
Dr Asha Jindal	Member

Prof. Utpal Mallik, Head, DCETA briefly explained the role and functions of the Department The progress of the programmes for the current year (2001-2002) was discussed in details. (Status of the programmes has been listed in the previous section)

Programmes proposed for next year (2002-2003) were also discussed in detail

Programmes proposed for the year 2002-2003

PAC Code	Title	Category	Suggestions at Pre-DAB meeting
7.01	Development of multimedia software for understanding basic concepts of Internet	New	Title changed to **"Development of multimedia software for understanding the use of Internet"** To be completed in one year
7.02	Development of instructional material for Informatics Practices for class XI and XII	New	Both the publications (Class XI and XII) should come out in one year
7 03	Development of multimedia materials based on new curriculum materials	Carried Over	Instructional material in Hindi should also be brought out
7 04	Development of methodology and lesson plans integrating IT based learning resources: Orientation of Teacher Educators from SCERTs, SIEs, DIETs in the use of IT-based learning resources.	On-going	Title changed to **"Development of Methodology for integrating IT based learning resources: Orientation of Teacher Educators from SCERTs, SIEs, DIETs in the use of IT-based learning resources."**
7.05	Appreciation and Development of multimedia learning materials for on line/off line dissemination	On-going	Title changed to " **Development of multimedia learning materials for on-line/ off-line dissemination."**
7 06	Developing and uploading of NCERT's Web Site on the Internet	On-going	
7 07	Capacity building of NCERT staff	On-going	
7 08	Development of resources at the National Centre of Computer Education	Enhancement of IT facility	This may not be taken up as an academic programme

Minutes of the Departmental Advisory Board's meeting

The meeting of Departmental Advisory Board of the DECTA was held on 11th December, 2001 in the Conference Room on the first floor of the Workshop Building. The meeting was attended by the following:

1	Prof. Utpal Mallik	Head, DCETA	Chairman
2	Dr. R.P. Gupta	Head, PPMED	Member
3	Dr. J.S. Gill	Professor, DESM	Nominee of Head, DESM
4	Dr V.P Gupta	Professor, DEE	Nominee of Head, DEE
5	Dr S Nagpal	Professor, DTEE	Nominee of Head, DTEE
6	Dr. Usha Dutta	Reader, Journal Cell	Nominee of Head, Pub. Div
7	Dr. Janak Verma	Reader, DEGSN	Nominee of Head, DEGSN
8	Dr. A.D. Tiwari	Reader, DEME	Nominee of Head, DEME
9	Dr Kamlesh Mittal	Reader, DCETA	Member
10	Dr. Asha Jindal	Reader, DCETA	Member

Dr. Rajabhai Pathak, Prof. M.M Pant, Prof. V.B. Aggarwal, Prof. G.B. Singh and Head, DESSH, and Head, DEPCRG could not attend the meeting. However, Prof. V.B. Aggarwal came for the Pre-DAB meeting held on 27th November 2001 and offered extensive comments.

Prof. Utpal Mallik, Head, DCETA welcomed the members and briefly explained the role and functions of the department, status of the programmes for the current year (2001-2002). Individual programmes proposed for the next year (2002-2003) were discussed in details. It was emphasized that the manpower in the department in terms of faculty members is grossly inadequate for successful implementation of the programmes proposed. Hence manpower resources should be increased. Comments on individual programmes proposed for the year 2002-2003 are as under :

PAC Code	Title	Suggestions
7 01	Development of multimedia software for understanding the use of Internet	The programme is of not much use to the students, it should be dropped. *Not recommended*
7.02	Development of Instructional material for Informatics Practices for classes XI and XII	It should be taken up on yearly basis and at the moment the work of development of Teachers Guide should not be undertaken *Recommended*
7 03	Development of multimedia materials based on new curriculum materials	*Recommended*
7 04	Development of Methodology for integrating IT based learning resources: Orientation of Teacher Educators from SCERTs, SIEs , DIETs in the use of IT-based learning resources	The title of the programme should be changed to "Orientation of Teachers Educators from different States in the use of IT tolls and IT-based learning resources" One of the three programmes should be exclusively for North-Eastern State *Recommended*
7.05	Development of multimedia learning materials for on line/ off line dissemination	*Recommended*
7.06	Devoloping and uploading of NCERT's Web-site on the internet	The title of the programme should be changed to "Updating the NCERT's Web-site on the internet" *Recommended*
7.07	Capacity building of NCERT staff	The title of the programme should be changed to "Capacity building of NCERT staff in specific IT skills" and it should be taken up as two separate need-based training programmes, one for the academic (faculty members) another for non academic (administrative) staff of the NIE campus. *Recommended*

The meeting ended with vote of thanks to the chair.